



Annual Internal Review

This report covers the time period of 7/1/2017 to 6/30/2018

BOARD OF ADJUSTMENT

The Board/Commission mission statement (per the City Code, Title 2 Administration) **is:**

Mission Statement

The Board of Adjustment mission is defined by Article 2-1-111 Board of Adjustment and the Board of Adjustment Bylaws which state:

- A. The purpose of the Board of Adjustment is to:
- (1) Hear and decide requests for a variance from the requirements of Chapter 25-2 (Zoning), except as otherwise provided by the Code; and
 - (2) Hear and decide a request for a special exception under Chapter 25-2 (Zoning); and
 - (3) Hear and decide an appeal of an administrative action under Chapter 25-2 (Zoning);
 - (4) Hear and decide on a request for a variance from the requirements of airport zoning regulations under Section 241.034, Local Government Code; and
 - (5) Perform other duties prescribed by ordinance, such as to hear and decide requests for a variance from the requirements of Chapter 25-10 (Sign Regulations); and
 - (6) Perform other duties prescribed by state law.

1. Board Actions

The following actions of the Board were taken during the period between July 1, 2017 and June 30, 2018 in support of the Board's mission.

A. Meetings:

There were a total of fifteen (15) meetings of the board during the reporting period.

1. The Board of Adjustment met twelve (12) times in support of the purposes and duties noted above.
2. The Board of Adjustment met for special called meeting and/or workshop four (4) times.
3. The Board of Adjustment heard (0) cases related to airport zoning regulations.

B. Variance Cases Heard:

1. The Board heard a total of 138 items related to variance requests from the requirements of 25-2 (Zoning) and 25-10 (Sign Regulations), plus had 54 discussion items (new business items) during the reporting period. That equates to an average total case load of 16 agenda items per month of which 59 were new cases which equates to an average of 5 new cases per month.

2. Disposition of variance cases:

A. Granted	38
B. Denied	8
C. Withdrawn	10
D. Postponed	82

3. Code Reference tally for variance cases:

A. Granted	25-2-492(D) X
B. Denied	25-2-492(D) X
C. Withdrawn	25-2-492(D) X
D. Postponed	25-2-492(D) X

C. Special Exception Cases Heard:

The Board of Adjustment heard five (5) Special Exception cases. Two (2) were granted, zero (0) were denied, three (3) were postponed, zero (0) was withdrawn.

D. Interpretation Cases Heard:

The Board of Adjustment heard four (4) Appeals of an Administrative Action/Interpretation cases. Two (2) cases affirmed staff determination and denied appellant request; zero (0) cases granted appellant request; two (2) cases were withdrawn; two (2) cases were postponed.

From May-July there was one appeal application submitted by a property owner that was rejected by staff for not being timely filed (more than 20 calendar days past administrative decision being appealed) and for not appealing a staff decision related to Section 25-2 Zoning (staff decision referenced in appeal was related to Section 25-8 Environmental).

E. Staff Presentations:

City of Austin staff made four (4) presentations (July, October, March and May) to the Board in support of the purposes noted in (A) above during this reporting period.

F. Board Working Groups

The June 2017 CodeNEXT 2nd draft comments from the Board working group were repeated and forwarded to Council via a memo from the Chair in June.

G. Members of the Board

Board of Adjustment regular members, eleven (11)

Board of Adjustment alternate members, three (3)

H. Election of officers

The election of officers was held at the April 9, 2018 meeting. William Burkhardt was elected Chair and Melissa Hawthorne was elected Vice Chair.

The election of officers allows the Board to meet its obligation for the orderly conduct of its meetings in support of the purposes and duties of the Board.

2. Board's action comply with the Mission Statement

All official actions of the Board are consistent with the purposes and duties set out in the Board Bylaws which constitute our mission statement.

3. Board goals and objectives for the 2017-2018 reporting period

See goals and objectives for the 2018-2019 reporting period below.

These were the same goals and objectives for the 2017-2018 reporting period and were met through actions of the Board at their monthly meetings, special called meetings and workshops.

4. Boards goals and objectives for the 2018-2019 reporting period

A. Maintain standards for granting variances that meet the findings of fact.

B. Conduct meetings in a fair and impartial manner for all parties.

C. Work with staff as needed with regard to regulatory issues.

D. Make recommendations to the City Council as needed on improving the variance process.

End of the Annual Internal Review